



1600 9th Street, Sacramento, CA 95814  
(916) 651-9400

August 23, 2006

TO: COUNTY MENTAL HEALTH DIRECTORS OF HUMBOLDT,  
LOS ANGELES, MERCED, MONTEREY, PLACER,  
SAN LUIS OBISPO, AND STANISLAUS

SUBJECT: UPDATE TO CHILDREN'S SYSTEM OF CARE / INTERAGENCY  
ENROLLEE-BASED PORGRAM (CSOC/IEBP) SCOPE OF WORK PLAN  
AND BUDGET INSTRUCTIONS FOR FISCAL YEAR 2005-06

By October 31, 2006, each Children's System of Care (CSOC) funded county that receives federal Substance Abuse & Mental Health Services Administration (SAMHSA) funds should report a roster of all children and youth enrolled in the CSOC program for any part of Fiscal Year 2005-06. As specified in the 'Special Instructions – Accountability /Evaluation' section of the 'Department of Mental Health (DMH) CSOC/IEBP Scope of Work Plan, Budget and Narrative for Fiscal Year 2005-06', the following information is to be reported for each enrollee:

- |                               |   |
|-------------------------------|---|
| 1. County Number              | 5. Date of Birth                        |
| 2. County Client ID Number    | 6. Gender                               |
| 3. Child / Youth's First Name | 7. Date of CSOC Enrollment              |
| 4. Child / Youth's Last Name  | 8. Date of Disenrollment, if applicable |

Counties may choose to report this information either by using the Key-Entry option of the DMH Web-Based Data Reporting System (i.e., an on-line data entry form) or by uploading locally-collected data to the DMH Information Technology Web Services (ITWS) system. Specific instructions for each option are posted to the DMH website at <http://www.dmh.ca.gov/SpecialPrograms/child-enrollee-prog.asp>.

As a reminder, DMH is also requiring that counties submit an annual report by December 15, 2006, summarizing major CSOC program accomplishments. This requirement is separate from the roster information (specified above). A detailed discussion of the annual report can be found in the 'Department of Mental Health (DMH) CSOC/IEBP Scope of Work Plan, Budget and Narrative for Fiscal Year 2005-06 – Annual Report Instructions'. Questions regarding the annual report may be directed to Diana Downing at (916) 651-0492, or [Diana.Downing@dmh.ca.gov](mailto:Diana.Downing@dmh.ca.gov).

Questions related to the CSOC/IEBP data entry requirements may be directed to Brenda Golladay at (916) 654-3291, [Brenda.Golladay@dmh.ca.gov](mailto:Brenda.Golladay@dmh.ca.gov), or Traci Fujita at (916) 653-3300, or by e-mail [Traci.Fujita@dmh.ca.gov](mailto:Traci.Fujita@dmh.ca.gov). For questions regarding requests for a username and password for access to the DMH Web-Based Data Reporting System On-Line Key Entry, contact Minerva Reyes at (916) 654-3685, or by e-mail at [Minerva.Reyes@dmh.ca.gov](mailto:Minerva.Reyes@dmh.ca.gov) or Alice Chen at (916) 654-3560, or by email at [Alice.Chen@dmh.ca.gov](mailto:Alice.Chen@dmh.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "MBORUNDA", with a stylized flourish at the end.

MICHAEL A. BORUNDA  
Acting Deputy Director  
Systems of Care

cc: County Mental Health Children's Program Managers of Humboldt, Los Angeles,  
Merced, Monterey, Placer, San Luis Obispo, and Stanislaus